

LANE COUNTY  
Job Code: \*N4614  
Established: 04/93  
Revised: 08/19/09  
(Previous Job Codes: G002)

## **DEPUTY DISTRICT ATTORNEY 2**

### **DEFINITION**

To perform professional legal work, and has responsibility for intermediate administrative duties. The Deputy District Attorney 2 serves at the will of the District Attorney. Incumbents of the position are responsible for performing a full range of duties.

### **CLASS CHARACTERISTICS**

This is the journey level class in the Deputy District Attorney series. The Deputy District Attorney is a career series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees at this level typically prosecute more difficult criminal and felony cases such as property crimes, and receive less supervision and exercise more discretion and independent judgment than the Deputy District Attorney 1.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the District Attorney, Chief Deputy District Attorney, or lead attorney.

Directs support staff in work processes.

Assists in training all Deputy District Attorney 1 incumbents in current criminal law and office policies.

### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to the following:

Determines if sufficient evidence exists to approve cases for presentation to the Grand Jury; examines and analyzes police reports and evidence; reviews legal issues; participates and requests further investigation when necessary.

Investigates non-payment of child support; initiates court actions to establish judgments; negotiates settlements and payment arrangements; enforces child support orders through persuasion, forced collections and contempt and criminal actions.

Pursues formal indictment process; presents evidence and examines witnesses before Grand Jury for a charging decision; interviews; prepares and subpoenas witnesses to testify; provides legal instruction to jury members.

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EXAMPLES OF DUTIES (con't)

Processes return indictments and conducts court arraignment appearances; presents indictments to judge and recommends bail amounts; makes pre-trial recommendations; negotiates case resolution with defense counsel; conducts plea appearances.

Litigates pre-trial motions and prepares trial strategy to prosecute criminal cases; analyzes admissibility and determines presentation of witnesses and evidence; subpoenas and prepares witnesses for testifying; prepares legal briefs and oral arguments.

Litigates criminal cases; contacts, subpoenas and schedules trial witnesses; examines prospective trial jurors to select an impartial jury; examines and cross-examines witnesses; argues objections and mind-trial motions; presents closing arguments.

Formulates and recommends appropriate sentences based on criminal conviction; evaluates pre-sentence investigation reports; presents evidence and witnesses to support sentencing recommendations.

Communicates with the defense bar regarding District Attorney/Police matters.

Assists in formulating prosecution policies and/or guidelines.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of criminal law and procedure.

Applicable laws, ordinances, and departmental policies and procedures.

Principles and practices of investigation.

Principles and practices of negotiation and conflict resolution.

Judicial procedure and administrative proceedings.

Rules of evidence; statutes, rules and case law relating to Grand Jury proceedings.

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Knowledge of: (con't)

Criminal procedures and prosecutorial immunity and liability.

Legal research procedures and methods.

Basic principles of forensics.

Modern office procedures, methods and computer equipment.

Demonstrated Skill in:

Organizing, interpreting and applying complex legal principles.

Analyzing and understanding applicable factual matters.

Properly interpreting, evaluating and making decisions in accordance with the law.

Analyzing facts, evidence and precedents.

Researching and writing complex legal papers and reports, setting forth findings of facts and decisions in concise written form.

Developing effective strategies and legal pleadings.

Effectively and persuasively presenting facts, evidence, precedents and recommendations to judges and juries.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Working effectively with co-workers, and others from diverse backgrounds.

Communicating clearly and concisely, both orally and in writing.

Using computers and applicable computer application software.

Experience and Training

Training:

A Juris Doctorate from an accredited law school.

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Experience:

Two to three years of legal experience as a prosecuting attorney working in a court of general jurisdiction.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

Member of the Oregon State Bar at time of appointment.

Possession of a valid Oregon Driver's License.

Revisions in classification specifications are per Fox Lawson conversion approved August 19, 2009 by Board Order 09-8-19-2.